

US EMBASSY DJIBOUTI
BP 185, LOT#350-B, LOTISSEMENT HARAMOUS
Djibouti, Republic of Djibouti

Meeting minutes, FAQ & Notices

Meeting minutes

1. Are these barriers 4 or 6 fingers?

The new barriers are 4 fingers.

2. If we are selected, are we going to use these red badges provided today and go through a security search during the length of the project?

The Regional Security Officer (RSO) will allow contractor badges to be issued but it takes a minimum of 6 weeks to complete the investigation. Plan to submit your list of staff as soon as you get the award. We will provide the list of information that the RSO requires. Prior to getting contractor badges, the USG will provide escorts for your staff.

3. By the way, how long does it take to clear workers?

It will take a minimum of 6 weeks to get contractor clearances.

4. As per SOW (Scope of Work), we do only have 09 weeks to complete the project. Is the time needed to clear personnel being included in this?

Yes. Once selected, the awardee should provide a list of the personnel to clear including project managers, supervisors, and trades. Initial clearance by RSO will take 7-10 days and work will still require an escort (1 escort for 6 contractor personnel) but the full contractor clearance will take a minimum of 6 weeks. It is very important to get that list in as soon as possible as escorts may be limited and overtime costs for the escorts will be borne by the contractor.

5. What about the noise pollution?

There is no noise restriction on Post. Flash shields must be used for all cutting and welding and a burn permit must be issued by the Facility Manager.

6. From what I understand, most material will be provided by the Government on this Project: conduits, wires including pipes going from the barrier to the switch connector. What happens if it is 100 meter further than expected? Who is going to cover for the additional material since the problem was clearly not due to the contractor?

The package which will be provided should be enough. However if it's not, the additional material will be provided by the Government.

7. Do you have underground drawings? Please provide them.

Drawings will be available upon request but must stay in the Embassy and cannot be copied.

8. If we are stuck by let's say a gas conduit that should not have been there as per the drawings. What's about the delay caused by this?

It will be considered an unforeseen condition and the length of the delay caused by this particular event will added to the completion time provided the contractor has notified the COR in writing and the conditions have been verified.

9. The SOW stated the Contractor must provide temporary barriers. Can we use jersey barriers while working on a barrier?

Jersey barriers can be used or a heavy truck can be placed in front of the gate. Final approval for this point lies with the RSO Officer.

FAQ

- On page 6 of the referenced Solicitation it is required that bidders submit resumes of Key Personnel. Which key positions does the Government require for this contract?

We require principals, project managers, and engineers who will be directing and supervising the work being done.

- What is Government's definition of "Witness" as stated on page 7 of the Solicitation document?

We define it as a person authorized by the Contractor's Company to sign legal documents of commitment for that Contractor.

- Section 4 of this Solicitation discusses evaluation of a grand total price and "all options". No Bid Schedule is attached. Are bidders required to submit a FFP of a grand total only? Are any options to be priced; and if so, please provide options information.

This is a fixed price contract and a final fixed price is the bid required. There are no options or additions in the final price.

- Referencing company incorporation documents, and local licenses and permits: Will documents submitted in their original language be evaluated positively.

All documents must be submitted in English and when there are documents in both English and another language, the English version shall take president over any other version.

- Does the Government have any requirements for phasing of works? Can works on barriers take place simultaneously?

No, barriers must be done individually. One of the gates must be operational at all times.

- How many copies are required upon submittal of proposals?

Two signed originals are required for your submittal.

- Is an Irrevocable Letter of Credit (ILOC) required for this project?

A payment and performance bond or ILOC is required for this project in the amount of 100% of the contract value. Insurance is also required.

- Are we to submit also the registration documents/licenses of our key subcontractors?

Yes, they must be included in your proposal.

Notices

- ❖ The deadline to submit your proposal is Monday 23rd December 2013 at 16h30. Only the hard copy will be considered. You can either put your proposal at the Main CAC (main entrance of the Embassy facing Lootah Village) or send it through post. We will only consider the date stamped by the receiving Clerk (Guards or Mailroom).
- ❖ This is a fixed price contract. Once you submitted your proposal you cannot change the price.
- ❖ It may happen that some changes needs to be done to the initial contract. In this case, only the Contracting Officer will be able to do so in writing. The Contracting Officer is the only one authorized to release an amendment. There will be a Contracting Officer's Representative (COR) and other government representatives on the project who will supervise the work but ONLY the Contracting Officer can change the contract scope.
- ❖ You are only engaged to do the work stated in the SOW. If you do additional work, the USG will not pay for this work. Similarly, if you are asked to provide works not indicated in the SOW, you are fully in your right to refuse. Any work outside of the contracted Scope of Work must be fully approved by the Contracting Officer BEFORE it is started or the USG WILL NOT pay for it.
- ❖ Post restrooms will not be available; you must include porta-john in your proposal.
- ❖ Post dining facilities will not be available.
- ❖ If you want to setup an office trailer, we will provide a space inside the compound.

- ❖ All materials, tools should be safely stored and locked in a safe box at the end of the day. A copy of the key will be provided by the Contractor prior to the start of the project.
- ❖ Some outlets may be available for small hand tools but for larger tools, the contractor will not have access to the post electricity and must have their own generators.
- ❖ The company must be able to do legally business in Djibouti.
- ❖ No verbal modifications will be allowed to amend the scope of work in any way.